

**Applies to:** Students, student organizations, student groups, faculty, staff, student employees, student organization advisors, and volunteers

**Responsible Office**

**Office of Student Life**

## POLICY STATEMENT

Central Ohio Technical College is committed to promoting a safe and healthy campus environment where students are free from **hazing**.

COTC prohibits hazing, as defined in this policy. All members of the college community are expected to conduct themselves in a manner that maintains an environment free from hazing. This policy defines expectations for the college community around hazing and establishes mechanisms for determining when those expectations have been violated, and further establishes requirements for hazing education and reporting. COTC will investigate and respond to all reports of hazing as outlined in this policy.

## Purpose of the Policy

To prohibit hazing of students and establish requirements for hazing education, reporting, and response in accordance with Collin's Law: Ohio's Anti Hazing Act.

## Definitions

Term	Definition
Alumni	Any individuals who have earned a certification or degree from COTC.
Consultant	A paid representative from an international or national organization who, acting in a professional capacity, provides advisement to a student organization or a student group.
Employees	Faculty, staff, and student employees.
Hazing	Doing any act or coercing another, including the victim, to do any act of initiation into any student organization or any act to continue or reinstate membership in or affiliation with any student or other organization that causes or creates a substantial risk of causing mental or physical harm to any person, including coercing another to consume alcohol or a drug of abuse, as defined in section 3719.011 of the Ohio Revised Code. Such acts may include, but are not limited to, use of alcohol or other drugs, creation of excessive fatigue, and paddling, punching, or kicking in any form.
Retaliation	Intimidation, threats, coercion, or discrimination against any individual for the purpose of interfering with any right or privilege secured by this policy, or because the individual has made a report or complaint, testified, assisted, or participated or refused to participate in any manner in an investigation, proceeding, or hearing under this policy.
Student	An individual who has received an offer of admission, paid an acceptance fee, or registered for classes. Student status lasts until an individual graduates, is permanently dismissed, or is not in attendance for two complete, consecutive terms and includes those with a continuing educational relationship with the college.  The college has discretion to apply this policy to former students for violations committed while they were students.
Student group	A number of students who are formally associated with one another, but their association does not meet the definition of a registered student organization. Examples of student groups include, but are not limited to, intramural sports teams, honor societies, musical or theatrical ensembles and academically affiliated groups.
Student organization advisors	Employees or volunteers who serve as a connection between student organizations and the college. With the exception of key registration and reporting requirements, the advisor's role is negotiable with the student organization.

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Term	Definition
Registered student organizations	<p>Student organizations recognized by, or operating under the sanction of, the college. "Organization" includes an international or national organization with which the organization is affiliated (e.g. Phi Theta Kappa).</p> <p>Registered student organizations are included in the definition of "student" within the Code of Student Conduct.</p>
Volunteers	Any individuals working in an unpaid capacity in a college activity or program, including but not limited to, interns and practicum students, consultants, and alumni, who have direct contact with students.

## Policy Details

### I. Scope

- A. This policy applies to COTC **students, registered student organizations, student groups, and employees.** This policy also applies to **alumni, consultants, student organization advisors, and volunteers** acting in an official and professional capacity who advise or coach student organizations or student groups and who have direct contact with students.
- B. The policy applies to conduct that occurs on or off campus, between two or more people who are affiliated with COTC, or any student or other organization associated with COTC. This includes, but is not limited to, any event, program, or endeavor operated, conducted, or organized on college property and/or anywhere off-campus, including virtual spaces.
- C. The following factors do not prevent conduct from being considered a violation of this policy:
  1. Expressed or implied consent; or
  2. The conduct in question is not part of an official event or otherwise sanctioned or approved by a registered student organization or student group.

### II. Prohibited Conduct

- A. The following behaviors constitute a violation of this policy:
  1. Engaging in hazing as defined in this policy.
  2. Failure to report acts of hazing.
  3. Engaging in **retaliation** toward any reporting party and/or person participating in a hazing investigation or disciplinary proceeding.
- B. Intentionally, knowingly, or recklessly, for the purposes of initiating, admitting or affiliating a student into or with an organization, or for the purpose of continuing or enhancing a student's membership or status in an organization, causing, coercing or forcing a student to do any of the following, regardless of whether such conduct occurs on or off campus.
- C. Students who do not complete the required training, as described in Procedure VII, are prohibited from participating in a registered student organization or student group.
- D. This policy does not apply to the following:
  1. Actions or concerns between individual students not related to membership or continuing membership in a registered student organization or student group.
  2. Actions or concerns between employees not related to membership or continuing membership within a registered student organization or student group.
  3. Trainings, competitions, or auditions legitimately relevant to the organization's core purposes, such as intramural team or theatrical groups.

### III. How to Report an Incident of Hazing

- A. Individuals and/or student organizations should report instances of hazing to the Dean of Students' Office. Reports will be routed to the appropriate college official for review.

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- B. Making an intentionally false accusation of hazing is prohibited and subject to corrective or restorative action as enumerated in the Code of Student Conduct or other college policies.
- C. If a member of the college community is aware of immediate physical danger to a student or others, they must contact the Office of Public Safety at or dial 911..
- D. Any questions concerning the interpretation or application of this policy should be referred to the appropriate college official.

#### IV. Mandatory Reporting to Law Enforcement

- A. Collin's Law (Ohio Revised Code § 3345.19) requires administrators, employees, consultants, alumni, and volunteers of the college and/or any student organization or student group, who are acting in an official or professional capacity, to immediately report knowledge of hazing to law enforcement.
  - 1. Individuals who receive a complaint of hazing or who observe or learn of conduct that is reasonably believed to be hazing must immediately report all known information to the Office of Public Safety at 740-366-9237. In an emergency, dial 911 immediately.  
For hazing off campus, contact local law enforcement. In an emergency, dial 911 immediately.
  - 2. Individuals who are required by law to maintain confidentiality (e.g., Student Life Counseling Services) are not required to report.
  - 3. Making a report to the college does not prevent an individual from also filing a report of a crime with law enforcement nor does it extend time limits that may apply in criminal processes.
  - 4. Making an intentionally false accusation of hazing is prohibited and subject to corrective action as enumerated in the Code of Student Conduct.
- B. More information on the duty to report to law enforcement under state law can be found at <https://www.cotc.edu/student-conduct>.

## PROCEDURE

- I. Receipt of Report
  - A. COTC will always notify the appropriate law enforcement agency or agencies when a report of hazing is received and document that the notification was made.
  - B. The Office of Public Safety will review all reports of hazing that it receives.
  - C. The Office of Public Safety routinely notifies the Office of Student Life or agencies when a report of hazing is received. This notification does not replace requirements an individual may have under state law to report hazing.
- II. Interim Measures
  - A. COTC will determine if interim measures are needed to protect the safety and/or well-being of others.
  - B. To protect the ongoing health and safety of the college community, the Dean of Students or their designee may issue interim measures (e.g., interim suspension or directive) as dictated by college policies and the Code of Student Conduct.
- III. Investigation and Adjudication
  - A. An investigation process related to the reporting hazing will be completed by the appropriate college office(s) in accordance with their applicable procedures. Based upon the involved parties and the nature of the allegations, these offices may include, but are not limited to, Student Conduct within the Office of Student Life, the Office of Human Resources, and the Office of Public Safety.
- IV. Conduct Meetings
  - A. Students must appear at required conduct meetings. Students are not compelled to answer questions or provide information. If a student fails to participate in the conduct process, COTC may proceed to resolve the matter. No adverse inference may be drawn against a student who does not participate in the conduct process.

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## V. Student Participation

- A. Students participating in an investigation process are expected to do so in an active, cooperative, and truthful manner. Falsifying, distorting, intentionally omitting, or misrepresenting information is a violation of the Code of Student Conduct. COTC will make every effort to complete the initial investigation within a period of thirty (30) days, barring extenuating circumstances. If the circumstances require more than thirty (30) days, COTC will notify the student group or student organization representative(s) of the delay, including the reason(s) for the delay and the anticipated timeline for completing the investigation.

## VI. Sanctions/Corrective Action

- A. Hazing is a serious offense of the COTC Student Code of Conduct and, therefore, is subject to the full range of sanctions (reprimand, disciplinary probation, suspension, and expulsion). In addition, other educational activities may be required as conditions of the sanction. An individual, organization, or group may be subject to other outcomes in accordance with the applicable outside constituents or group in which the student is involved, or their governing bodies. COTC has the right to take action regardless of the actions of the governing body.
  1. Notice will be provided to the student if a sanction becomes part of their academic transcript.
- B. When an employee is found to have violated this policy, corrective actions may be taken pursuant to the Corrective Action and Involuntary Termination policy, Student Employment policy, and/or applicable collective bargaining agreements. Disciplinary corrective actions may include reduction in supervisory duties and leadership responsibilities, changes in salary, demotion, termination, and other appropriate corrective actions.
  1. Notice will be provided to the employee and the corrective action will become a part of the employee's personnel records.
  2. Student employees may be subject to sanctions and corrective action. For instance, a student employee who is suspended from the college may also be subject to termination or other corrective action.
- C. If a student organization is found to have violated this policy, the college may revoke that entity's permission to operate on college property or rescind its college recognition among other actions.
- D. When alumni, consultants or volunteers are found to have violated this policy, the college reserves the right to take appropriate action.
- E. Violations of this policy are subject to referral to appropriate law enforcement or college services, as well as to regional, national, and/or international affiliated offices of student organizations, for additional action and/or prosecution.

## VII. Public Reporting

- A. The college will maintain a report of all violations of this policy and will post the report on its publicly accessible Hazing Prevention section on <https://www.cotc.edu/student-conduct>, as required by Collin's Law.

## VIII. Amnesty

- A. The college understands that students may be reluctant to report hazing due to a concern of potential consequences for their own actions. Therefore, students who make a report under this policy or who participate in an investigation related to this policy may receive amnesty as defined by the Code of Student Conduct.

## IX. Training

- A. All faculty, staff, student employees, students, and other individuals designated by the college must complete annual anti-hazing and other related training as directed by the college in accordance with Collin's Law.
- B. All individuals and volunteers who have responsibilities under any part of this policy must complete training as directed by the college.

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## Responsibilities

Position or Office	Responsibilities
Consultants, alumni, student organization advisors, and volunteers acting in an official or professional capacity	<ol style="list-style-type: none"> <li>1. Report hazing to law enforcement and college as set forth in the policy.</li> <li>2. Complete training as directed by college.</li> </ol>
Employees	<ol style="list-style-type: none"> <li>1. Report hazing to law enforcement and college as set forth in the policy.</li> <li>2. Complete annual training as directed by college.</li> </ol>
Students	<ol style="list-style-type: none"> <li>1. Report hazing to law enforcement and college as set forth in the policy.</li> <li>2. Complete annual training as directed by college.</li> </ol>
Office of Student Life	<ol style="list-style-type: none"> <li>1. Review all reports of hazing received.</li> <li>2. Notify appropriate law enforcement agencies when a report of hazing is received.</li> <li>3. Maintain and post report of policy violations on Hazing Prevention website on January 1 and August 1 of each year.</li> <li>4. Provide annual training as required to ensure compliance with Collin's Law.</li> </ol>
College offices	Complete investigation processes related to reported hazing in accordance with applicable procedures.

## Resources

### College Policies:

Corrective Action and Involuntary Termination, <https://www.cotc.edu/sites/main/files/file-attachments/2.4.05.pdf?1616166043>

Sexual Misconduct, Sexual Harassment and Relationship Violence, [https://www.cotc.edu/sites/main/files/file-attachments/1.1.26\\_sexual\\_misconduct.pdf?1649354190](https://www.cotc.edu/sites/main/files/file-attachments/1.1.26_sexual_misconduct.pdf?1649354190)

### Other Governance Documents:

Code of Student Conduct, [https://www.cotc.edu/sites/main/files/file-attachments/6.1.03\\_code\\_of\\_student\\_conduct.pdf?1674487014](https://www.cotc.edu/sites/main/files/file-attachments/6.1.03_code_of_student_conduct.pdf?1674487014)

Collin's Law: The Ohio Anti-Hazing Act, [https://search-prod.lis.state.oh.us/solarapi/v1/general\\_assembly\\_134/bills/sb126/EN/05/sb126\\_05\\_EN?format=pdf](https://search-prod.lis.state.oh.us/solarapi/v1/general_assembly_134/bills/sb126/EN/05/sb126_05_EN?format=pdf)

### Additional Guidance:

Anti-hazing training, <https://www.cotc.edu/student-organizations>

Hazing Prevention website, <https://www.cotc.edu/student-conduct>

Statewide Educational Plan for Preventing Hazing at Institutions of Higher Education, <https://higher.ed.ohio.gov/static/files/uploads/hazing/Statewide%20Educational%20Plan%20for%20Preventing%20Hazing.pdf>

## Contacts

Subject	Office	Telephone	E-mail/URL
Policy questions	Office of Student Life	740.364.9578	<a href="mailto:mason.536@mail.cotc.edu">mason.536@mail.cotc.edu</a>
To make a report	Office of Public Safety	740.366.9237	<a href="mailto:featherling.2@osu.edu">featherling.2@osu.edu</a>

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Subject	Office	Telephone	E-mail/URL
Criminal report – off campus	Local law enforcement agency with jurisdiction for location. The Office of Public Safety can assist with identifying appropriate agency.	911 (emergency)	

## History

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